

## WORKERS COMP CHECKLIST

It is important to keep all your paperwork together, make copies, and keep track of everything related to your claim. Many people have a notebook for all their notes and a folder for all the paperwork.

\_\_\_ a statement with everything you can remember about how you were injured, who saw it happen, what caused it, and describing the seriousness of your injuries

\_\_\_ the accident report and written statements about the accident

\_\_\_ pictures of your injury, where you were hurt, anything that caused it (puddle on the floor, broken equipment, stairs with no handrail, etc.)

\_\_\_ records of medical treatment (doctors' reports, prescriptions, Emergency Room forms, and bills)

\_\_\_ a copy of your letter to your boss asking for your own doctor to treat you (if you have the right in your state)

\_\_\_ notes about every time you talk to your boss or the insurance company: time and date of call, if it was in person or on the phone, who you spoke to (ask how to spell their name and phone number), what you and they said

\_\_\_ medical slips and doctors' notes (make copies before you turn them in)

\_\_\_ the names, addresses, and dates for every doctor, hospital, chiropractor, or physical therapist that treats you

\_\_\_ all letters from your boss, the insurance company, or the workers' comp office including the envelopes they came in. Write on each letter the date when you received it

\_\_\_ a calendar to keep track of: days you are out of work, days you return to work and what kind of work you were assigned, dates you receive medical treatment

\_\_\_ how many miles you drove to and from medical treatment, receipts for parking and tolls, notes of the cost of public transportation

\_\_\_ receipts for anything that you have to buy because of your injury

\_\_\_ copies of your workers' comp checks and pay stubs if you return to work

## IMPORTANT DOCUMENT CHECKLIST

### **General Information:**

- employee handbook
- your employment application, including your resume
- pre-employment screening (results of drug test, reference letter, credit and background check)
- memos about policies or work rules
- job descriptions
- pay stubs and time cards
- records of attendance, accrual and use of paid leave time
- performance evaluations
- production or attendance awards

### **About a specific situation or problem:**

- emails
- notes of phone calls or messages
- notes about meetings, conversations, or incidents which demonstrate the problem (or which you think your boss will use against you). Include who was there, who said what, and if there were any other witnesses
- notes about when your problem started, and if there were repeated incidents
- when you told your boss about the problem, what he said and did, and witnesses
- when a government agency knew about the situation and what happened
- accident reports
- medical records (ask for copies of tests/doctors reports that your boss has)
- dates of appointments and receipts for out-of-pocket expenses
- witness statements (including phone numbers and addresses of witnesses -- in case one of you quits)